October 2, 2015

Michael and Kathleen Rokowski

15 Sandy Toes Ln.

Windham, ME 04062

Re: 16 Alder St. – 033 J014 – B-2b Community Business Zone – Unpermitted use

Dear Mr. and Mrs. Rokowski:

On September 16, 2015, Code Enforcement Officer Chuck Fagone inspected your property at 18 Alder St. During the inspection, he found that the building was being used as a two-family dwelling. Our records show that the last legal use of the property was a homeless shelter. The most recent permit was issued in 1988 (Permit #458), changing the use from a two-family dwelling to a homeless shelter. Since another permit was never filed to change the use back to a two-family dwelling, you need to bring your property into compliance.

This property, 16 Alder Street, is located in the B-2b Community Business Zone. Two-family dwellings are allowed in this zone. Section 14-185 of the land use ordinance states that the required land area per dwelling unit is 435 square feet, and it appears that 16 Alder Street would meet this requirement based on the lot size in the assessment records.

Enclosed please find an application that can be used to change the use of this property to a two-family dwelling, as well as an application for an administrative authorization from our Planning division, which would also be needed. The applications explain the process and standards that would need to be met.

You have thirty days to bring your property into compliance by applying for the change of use so that the property may be legally used as a two-family dwelling again.

You have the right to appeal my decision. If you wish to exercise your right to appeal, you have thirty days from the date of this letter in which to file an appeal. If you should fail to do so, my decision is binding and no longer subject to appeal. To file an appeal, please contact our office for the necessary paperwork.

Please feel free to contact me with any questions.

Sincerely,

Christina Stacey

Zoning Specialist

(207) 874-8695

cc: Chuck Fagone

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